



Montana Nonprofit Association

## **BOARD MEMBER JOB DESCRIPTION**

The mission of Montana Nonprofit Association is to strengthen the leadership, skills, effectiveness, and efficiency of Montana's nonprofits; enabling them to further enrich the quality of community and personal life in Montana.

### Responsibilities:

1. Responsible for the ethical, legal and financial health of the organization, and will carry out that responsibility in accordance with Montana Code Annotated 35-2, the Montana Nonprofit Corporation Act.
2. Abide by all MNA Governance Policies.
3. Approve and actively support the organization's mission and review management's performance in achieving it.
4. Responsible for strategic and long range planning. Annually assess the ever-changing environment and approve the organization's strategy to be responsive.
5. Fiscally responsible for the organization: Annually review and approve the organizations funding plans, financial goals and budget.
6. Establish agency policies.
7. Make attendance at board of director meetings a priority. Notify board chair of any necessary absences. May be removed from the Board of Directors for missing two or more meetings in a year.
8. Serve on at least one committee.
9. Assist with membership recruitment as needed.
10. Make a personal donation at a meaningful level.
11. Assist with fundraising as deemed appropriate.
12. Serve as ambassadors for the organization.

### Organization:

1. Hire the Executive Director
2. Approve appropriate compensation and benefit policies and practices.
3. Offer guidance and support and determine whether to retain or dismiss the executive director.
4. Regularly communicate with the executive director on matters of concern to the executive and/or board.
5. Annually approve the performance review of the executive director and establish compensation based on recommendations of the executive committee and board chair.
6. Support the executive and assure that management succession is properly planned.

Approved by the Board of Directors November 26, 2002

Amended and Approved by the Board of Directors February 19, 2014

7. Be assured that the organizational strength and employee base can substantiate long- range goals.
8. Propose a slate of prospective board members to current members and fill vacancies as needed.
9. Determine eligibility for, and appoint members to board committees in response to recommendations of the executive committee.
10. Annually review the performance of the board, (including its composition, organization, and responsibilities), and take steps to improve its performance.

Operations:

1. Review results achieved by management compared with the organization's mission and annual and long- range goals.
2. Be certain that the financial structure of the organization will adequately support its current needs and long- range strategy.
3. Provide candid and constructive criticism, advice, and comments.
4. Approve major actions of the organization such as capital expenditures on all projects over authorized limits and major changes in programs and services to ensure alignment with the mission and board approved strategic plan.

Audit:

1. Ensure that the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
2. Ensure that published reports properly reflect the operating results and financial condition of the agency.
3. Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the agency and is diligent in its administration and enforcement of those policies.

Other:

1. Time commitment required: Approximately 4 to 8 hours a month
2. Must be at least 18 years of age
3. Must represent a member organization or be a member in good standing of the Montana Nonprofit Association or other membership classification duly created by the Board of Directors